

A  
T  
T  
3

MORI/CDE

Classification

REPORTS INVENTORY						CONTROL NO.	
PREFARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Total Agency Contracting Activity					2. TYPE OF REPORT		
					<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		<input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)	
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) monthly			6. DISTRIBUTION (No. of components not number of copies) 2		
7. FORMAT (memorandum, form, computer print-out, etc.) form		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. LI 1-15		
10. PREPARING COMPONENT (include lowest level contributing information to report) OL/PMS, WCPO, PD; DD/PCMG; DD/S&T/OEL, ORD; DD/I/NPIC				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Six (6) feeder reports, Form No. 2936, Contract Procurement Activity Report			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
7	4.02	16	=	64.32	12	=	\$ 771.84
14	10.03	24	=	240.72	12	=	2,888.64
15	13.20	.25	=	3.30	12	=	39.60
B. COSTS OF COMPUTER PRODUCED REPORTS							\$3,700.08
TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Required by Director of Logistics.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					STAT		ESTIMATED SAVINGS
<input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					<input type="checkbox"/> OTHER (explain) Completely revised.		MAN-HOURS 372
							DOLLARS \$3,095.76
16. DATE OF INVENTORY 8 Oct. 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Assistant to C/PMS/OL					18. SIGNATURE STAT